



FY2016 New Communities Youth Development and Community Wellness

REQUEST FOR APPLICATIONS (RFA)

Release Date of RFA: Friday, August 7, 2015

RFA ID #: ODMPED - NCYDCW - FY016- GD6100

Grant Orientation: August 5, 2015 11:45am – 12:45pm
1100 4th Street SW
Suite E200
Washington, D.C. 20024

Submission Deadline: September 8, 2015 at 6:00pm

Please note that applications will be submitted electronically. Incomplete applications or those submitted after the deadline will not be accepted

Submission Details: Online submissions only. Please submit your complete application (including attachments) in PDF format via the Zoomgrants application system.

Point of Contact: LaToyia Hampton, Grants Manager
(202) 724-7648
E-mail: latoyia.hampton@dc.gov

Availability of RFA: Download from DMPED's website (www.dmped.dc.gov) and/or via Office of Partnerships and Grants (OPGS) website at (www.opgs.dc.gov)



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I. Introduction

The District of Columbia's Office of the Deputy Mayor for Planning and Economic Development is soliciting applications for the New Communities Initiative (NCI) for two eligible project categories that support the District's FY16 budget priorities and ongoing initiatives:

- (1) Youth/Senior Development
- (2) Community Wellness Program

The goal of the New Communities Initiative is to improve the quality of life for families and individuals living in four neighborhoods in the District of Columbia: Park Morton (Ward 1), Northwest One (Ward 6), Lincoln Heights/Richardson Dwellings (Ward 7) and Barry Farm (Ward 8).

The Office of the Deputy Mayor for Planning and Economic Development (ODMPED) seeks qualified, experienced not for profit 501(c)(3) organizations for this round of funding to participate in the revitalization of the four New Communities target areas previously mentioned.

The grants are competitive, and DMPED will award individual grants of up to \$40,000 each. The total funding availability for this grant Program is \$500,000.00 authorized pursuant to the "Economic Development Liaison Office Establishment Act," effective August 16, 2008 (D.C. Law 17-219; D.C. Official Code § 2-1203.01 et seq.) (as amended) and Mayor's Order 2008-165, dated December 31, 2008.

II. Funding Areas

The Grant is intended to fund programs that provide youth development and community health and wellness programming in Park Morton (Ward 1), Northwest One (Ward 6), Lincoln Heights/Richardson Dwellings (Ward 7) and Barry Farm (Ward 8), for a period of twelve (12) months (October 1, 2015 – August 31, 2016) and may be renewed for one (1) option year, subject to funding availability, program need, satisfactory performance, and completion of a reapplication process.

III. Target Population

The target populations for this initiative are head of households and their families residing in the designated New Communities areas. The Human Capital Team in the Office of the Deputy Mayor for Planning & Economic Development (DMPED) will work with grantees to verify if prospective clients are eligible for New Communities funded programs/services.

- Park Morton households
- Northwest One households
- Lincoln Heights/Richardson Dwellings households



- Barry Farm households

IV. Eligible Organization

Applicants must meet all of the following conditions:

- Be a community-based or faith-based organization with 501(c)(3) status in hand at time of application with an active board of directors that is familiar with the community to be served
- Be a registered organization in good standing with the DC Department of Consumer and Regulatory Affairs (DCRA), Corporation Division, the Office of Tax and Revenue (OTR), and the Internal Revenue Service (IRS) and the Department of Employment Services DOES)
- Organization or program that serves District residents or business owners
- Organization is headquartered or program is located and conducted in the District of Columbia

Preference will be given to applicants who demonstrate:

- Strong evidence of collaboration, partnership, and joint programming with other District Government agencies and community-based organizations
- Effective cross-cultural community programs and services
- Organizational capacity to deliver effective programs that address specific needs of the community and fill existing gaps in service delivery;
- Cultural diversity and linguistic competency to work with diverse segments of the District's community, particularly those with limited or no English proficiency;
- Ability to effectively engage and work with culturally and linguistically diverse communities in the District;
- Proven track record and ability to reach under-served groups within the District.

NOTE: For organizations that are former and current NCI grantees, NCI staff will evaluate performance under their previous and/or current grant agreement. This includes timely submission of monthly and final close-out reports, site visit reports, and implementation of the program in accordance with the executed grant agreement. ***If your organization has not completed or submitted a final close-out report for a prior year's grant for which programming has ended, your organization will be considered ineligible.**

***Applicants must be current and in good standing with all other funding received from any other District of Columbia agency.**

Ineligible Applicants:

Individuals, 501(c)(6) organizations, for-profit organizations, political organizations, universities, hospitals, newspapers, and individual businesses. In addition, entities that have failed to complete current New Communities funded projects and/or other District government funded projects (grants or loans) in prior years are also ineligible.



Organizations that are not in good standing with the District Government. Organizations that are not registered to perform business in the District of Columbia are also ineligible.

Partnerships:

1. Unincorporated community-based or neighborhood organizations may partner with an eligible applicant on a proposed project; however, the eligible applicant must act as the lead organization and accept fiduciary responsibility for the application and grant. The roles and responsibilities of both partners must be clearly articulated in the application.
2. Partnerships among eligible organizations are encouraged. The partnership organization must submit a minimum of (3) letters of recommendation (letters must be within the last three months of the application submission date). The roles and responsibilities of both partners must be clearly articulated in the application.
3. The Partner must be a registered organization in good standing with the DC Department of Consumer and Regulatory Affairs, Corporation Division, the Office of Tax and Revenue and the Internal Revenue Service (IRS) and the CDBG program.

V. Grant Disbursement

The total amount available for awards is five hundred thousand dollars (\$500,000). DMPED expects to award up to 12 grants. Award sizes will vary but shall not exceed \$40,000 per award. The period of performance will start in October 2015 through August 31, 2016.. The program approved under this grant must be fully operational and maintain a certificate of good standing during this period of performance. Funding for this award is contingent on continued funding from the grantor. The RFA does not commit DMPED to make an award.

VI. Application Review & Awards

To ensure fair assessment of grant applications, DMPED will convene a diverse review panel to evaluate eligible applications, and submit recommendations for funding. The review panel will be composed of neutral, qualified individuals selected for their knowledge of the District's community, their experiences in grant-making and program development, and their familiarity with funding priority areas set forth in this RFA. The panel members will review and score applicant proposals and submit recommendations for awards. Awards are expected to be announced October 2015.

Proposals submitted under this RFA should be ready to commence within 30 days after receipt of conditional award notification.



VII. Submission Guidelines:

All applications are to be submitted via Zoomgrants online application system. Please submit your entire package in PDF format.

Submission Deadline: Applications are due electronically no later than September 8, 2015 at 6:00 pm. All applications will be recorded upon receipt. Applications received after 6:00 pm sharp on September 8, 2015 will not be considered or forwarded to the Review Panel for consideration. Unless requested by DMPED, any additions or deletions to an application will not be accepted after the specified deadline. DMPED is not responsible for incomplete and/or out of sequence submissions.

VIII. Grant Orientation

An informational 'Grant Orientation' session will be held on August 5, 2015 | 11:45am – 12:45pm in the Community Room on the 2nd Floor of 1100 4th Street S.W., Washington, DC 20024]. Applicants who have questions regarding the RFA are encouraged to attend the meeting. If you are unable to attend the meeting, we encourage you to email your questions to the contact person listed below before August 24, 2015. Questions submitted after this date will not receive responses. DMPED will post answers to all questions received before or during the 'Grant Orientation' session on its website: www.dmped.dc.gov.

IX. Contact Person Name:

LaToyia Hampton, Grants Manager
Phone: 202-724-7648
Email: latoyia.hampton@dc.gov

X. Scoring Criteria

Applicant's proposal submissions will be objectively reviewed against the following criteria:

- Criterion A: Program Design 40 points
- Criterion B: Organizational Capacity and Relevant Experience 30 points
- Criterion C: Sound Fiscal Management and Reasonable Budget 25 points
- Criterion D: Overall Feasibility of the Project 5 points



Criterion A. *Program Description* (Total 40 Points)

1. The proposed includes a detailed narrative that speaks to the proposed activities, work plan; how it will result in timely project start-up, and how it will accomplish the project objectives and measurable outcomes. **(10 Points)**
2. The proposal clearly describes the outreach approach and methods to be used with the selected target population including a detailed description of the approach to working with disabled and senior residents. The proposal includes information on how the applicant will conduct a multifaceted outreach effort to inform, recruit, and enroll consumers into their program. The proposal should include the number of staff, number of outreach hours, and proposed activities. **(20 Points)**
3. The proposal clearly delineates the following: (1) targeted population(s) to be assisted through the service; (2) the areas of education/training to be delivered; and, (3) specifies via evidence of prior experience, the location of the proposed activities. **(10 Points)**



Criterion B. *Organizational Capacity and Relevant Experience* (Total 30 Points)

1. The applicant must demonstrate knowledge, experience, and linkages to the target population, as well as experience in providing the relevant services. **(10 Points)**
 - a. The applicant provides documented community ties including linkages/partnerships with other community-based organizations, experience working with the target population, and the capacity to successfully meet the responsibilities associated with this funding opportunity.
 - b. If no experience has been acquired, the applicant must describe how past or planned linkages to the community will prove beneficial in this undertaking.
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated. **(10 points)**
 - a. The applicant identifies and demonstrates an understanding of issues affecting the target population.
 - b. Letters of support from community-based organizations and/or advocacy groups are provided that speak to the organization's experience with specialized populations.
3. The applicant presents a clear plan that indicates that existing and prospective qualified employees possess or will possess the training and experience necessary to lead and implement the proposed scope of services and deliver the expected results. **(10 Points)**

Criterion C: *Sound Fiscal Management and Reasonable Budget* (25 Points)

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant and contract funds that support the organization. **(15 Points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives. **(10 Points)**

Criterion D: *Overall Feasibility of the Project* (Total 5 Points)

The applicant provides documentation that the proposed program will be fully supported by management and the (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities. **(5 Points)**



XI. Terms and Conditions

Funding for this award is contingent on continued funding from the grantor. The RFA does not commit DMPED to make an award.

DMPED reserves the right to accept or deny any or all applications if DMPED determines it is in the best interest of DMPED to do so. DMPED shall notify the applicant if it rejects the applicant's proposal. DMPED reserves the right to suspend or terminate an outstanding RFA.

DMPED reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.

DMPED shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.

DMPED may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.

DMPED may enter into negotiations with an applicant and adopt a firm funding amount or other revisions for the applicant's proposal that may result from negotiations.

DMPED shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations, such as OMB Circulars A-102, A-133, 2 CFR 180, 2 CFR 225, 2 CFR 220, and 2 CFR 215 1 DCMR 50; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.



XII. Certifications and Assurances

A. The applicant, when requested, must show proof of all insurance coverage required by law at the time of application submission. The applicant shall maintain general liability insurance, consistent with District law. The applicant is responsible for adhering to the insurance guidelines as defined by the District of Columbia Office of Contracting and Procurement (OCP).

- A. GENERAL REQUIREMENTS. The grantee shall procure and maintain, during the entire period of performance under the grant agreement, the types of insurance specified below. The grantee shall have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer providing evidence of the required coverage prior to commencing performance under the grant agreement. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Contracting Officer. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia and have an A.M. Best Company rating of A-VIII or higher. The grantee shall require all of its sub-grantees to carry the same insurance required herein. The grantee shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event that the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The grantee shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.



1. Commercial General Liability Insurance. The grantee shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The grantee shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under the grant.
 2. Automobile Liability Insurance. The grantee shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the work performed under the grant. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
 3. Workers' Compensation Insurance. The grantee shall provide workers' compensation insurance in accordance with the statutory mandates of the District of Columbia.
 4. Employer's Liability Insurance. The grantee shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.
- A. DURATION. The grantee shall carry all required insurance until all work performed under the grant is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under the grant.



- B. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE GRANTEE'S LIABILITY UNDER THE GRANT.
- C. **GRANTEE'S PROPERTY.** The grantee and sub-grantees are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- D. **MEASURE OF PAYMENT.** The District shall not make any separate measure of payment for the cost of insurance and bonds. The grantee shall include all of the costs of insurance and bonds in the grant price.
- E. **NOTIFICATION.** The grantee shall immediately provide the Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled, or not renewed, and provide an updated Certificate of Insurance to the Contracting Officer.
- F. **CERTIFICATES OF INSURANCE.** Prior to commencing work under the grant, the grantee shall submit Certificates of Insurance providing evidence of the required coverage. The grantee shall submit evidence of insurance to:

Office of Contracts, Procurement and Grants
Government of the District of Columbia
Office of the Deputy Mayor for Planning and Economic
Development
1100 4th Street SW, Suite E500
Washington, DC 20024



- B. Nondiscrimination in the Delivery of Services In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving the Office on African Affairs African Community Grant funds. The grantee shall comply with all of the applicable District and Federal statutes and regulations as may be amended from time to time including, but not limited to: • The Americans with Disabilities Act of 1990 • The Hatch Act, Chap. 314 • The Occupational Safety and Health Act of 1970 • Lobbying Disclosure Act • Drug Free Workplace of 1988; and • District of Columbia Human Rights Act of ACT 1977 and DC Language Access Act of 2004



SECTION II Project Eligibility Requirements:

In order to be eligible the proposed projects must:

1. Be physically located within or near the boundaries of one of the NCI target areas
2. Meet the complete criteria of one of the eligible project categories listed below.
3. Fulfill NCI program objectives of stimulating economic development and neighborhood revitalization through (a.) human service programming and/or (b.) providing workforce development opportunities in the target area.
4. Be supported by community stakeholders such as Advisory Neighborhood Commissions, civic or resident associations, and Councilmember offices.
5. Provide a public benefit to the NC target area that addresses a recognized need.
6. Be led by a project team composed of at least 3 people who are accountable for implementing the project.
7. Be open to all residents within and surrounding the NC target area boundaries.
8. **DO Not** propose any non-eligible uses of the grant described below.

Project Categories

1. **Community Health and Wellness:** proposals that focus on but certainly not limited to healthy living, and making smart choices related to health and wellness. The program should focus on seniors (55 years and older) as well as youth (up to age 24). Examples include: health education programs, health screenings and testing, outreach and activities (i.e.: treatment and prevention; food selection and food preparation, etc.).
2. **Youth and/or Senior oriented programming:** proposals that focus on improving the lives and economic opportunities for seniors (55 years and older) and youth (up to age 24). Examples include: financial literacy programs, youth enrichment programs, pre- retirement planning, youth parenting classes, and higher education mentoring programs
(i.e. SAT prep., application and financial aid instruction etc.).

NOTE: For this round of funding, eligible applicants can submit only one application for one specific target area and one project.



Non-Eligible Uses of the Grant:

1. Repair, replace, improve or purchase equipment for a DC government agency or facility (i.e.: school, recreation center, and etc.).
2. **Acquisition, lease, or rental of property** for any use.
3. Construction or demolition activities related to housing.
4. Predevelopment activities related to the implementation of the proposal or the administration of the grant.
5. Operating expenses not related to the implementation of the proposal or the administration of the grant.
6. Expenses incurred prior to grant award and execution of the grant agreement with the District.
7. Bank fees associated with the establishment of a separate independent bank account which is a requirement of this grant.
8. Personal use.

Award Period:

The grant period under the NCI will end on August 31, 2016, and will begin on the date of execution of the grant agreement with the District.

Budget:

Applicants must complete a Budget and budget narrative. The only salaries that may be funded are those of employees working directly with New Communities.

Documentation requirements for individual items to be purchased with grant funds are as follows:

- a. Items valued between \$500 and \$4,999 must be supported with a written bid, proposal, or estimate.
- b. Items valued over \$5,000 must be supported with at least three written bids.
- c. In special circumstances, applicants may request a waiver to the written bid requirements.
- d. Stipend incentives for program participants are capped at **\$2500.00 per month per individual**.

Leveraging Resources:

While there are no matching requirements for this grant, Applicants are encouraged to leverage resources from other sources and applications will be evaluated on this factor.

Applicants shall discuss resource leveraging in the budget narrative and provide supportive documentation to demonstrate funding availability and/or commitments.

Community Support:

Applicants and Partners are required to provide documentation of community support from local organizations in the NC target area. This may include letters of support from Advisory Neighborhood Commission (ANC), ANC single member district members, civic or neighborhood associations, or Councilmembers. Support letters should be current (**no older than two months from the deadline submission date of the application**) and clearly reference New Communities Initiative grant and the Applicant's Proposal. Support letters **must** accompany the application at the time of submission. ODMPED may contact persons or organizations that submit letters of support.

Decision on Awards:

The recommendations of the review panel are advisory only and are not binding. The final decision on awards rests solely with Executive Office of the Mayor. After reviewing the recommendations of the review panel and any other information considered relevant, the Executive Office of the Mayor shall decide which applicants to award funds and the amounts to be funded.

SECTION III APPLICATION FORMAT

The review panel shall not review applications that do not conform to these requirements. Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile
- Application Summary
- Project Narrative
- Appendices: Required Attachments
 - Certifications and Assurances
 - Work Plan
 - Staffing Plan (Appropriate Resumes for Key/Leadership Staff)
 - Program Budget and Budget Narrative
 - Clean Hands
 - Good Standing
 - Proof of 501c3 current status
 - Letters of support or endorsements that speak to an organization's capacity to serve a target area

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services and activities.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of contract funds requested.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

This section of the application should contain the narrative that describes the project to be implemented. The project narrative should delineate how the organization will execute the project. In addition the proposal should include:

- Specific, measurable program objectives for the service area of the application
- Proposed impact of the project due to the involvement of your organization
- History with the specified community in general

Certifications and Assurances

If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

Work Plan

A standard work plan or table is required. The applicant will submit a daily/weekly/monthly schedule of events for the program year, outlining the program services and events that will be provided for the community which the organization will serve.

Staffing Plan

A standard staffing plan or table is required. The applicant will submit resumes and job descriptions for all key/leadership staff and staff positions that will receive funding from this agreement.

Program Budget and Budget Narrative

A standard budget must be provided. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures. Please note:

- No more than 15% of any individual contract budget may be spent on indirect administrative costs.

PERSONNEL:	Show proposed salaries and wages for all project staff.
TRAVEL:	Show proposed expenditures for travel, including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.
SUPPLIES:	List proposed supplies and educational materials.
OTHER:	Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities, telephone, and maintenance services directly related to project activities. Include insurances, staff training costs, subscriptions, and postage.
INDIRECT:	Show calculation of indirect rate.